

## **SECTION 7.05 NEW EMPLOYEE ORIENTATION**

**Last Update: 5/11**

New employee orientation should begin the first week of the employee's start date. It should include the following, in addition to the employee information detailed in Section 7.10:

1. Review of the written work rules, policies, and procedures.
2. Acknowledgement of receipt of the work rules, policies, and procedures.
3. Explanation of procedures for requesting leave and reporting vacancies, including:
  - Who to call when absent or late and by what time
  - Medical and accident reports required
  - Lead time required for requesting vacation (annual leave)
  - Forms used to request leave
4. Orientation checklist – See Section 7.10 of this manual.
5. Emergency procedures.
6. Information concerning parking, payday, restrooms, food facilities, security procedures, etc.
7. Employees required to operate a motor vehicle as a part of their job must read and sign an "Acknowledgment of Driver's License Requirements" form (CFN 552-0564). This form explains the driver's license obligations associated with the employee's job.
8. Supervisors should ensure that employees, who are required to operate a motor vehicle as a part of their job or whose positions require possession of a CDL, must sign the necessary forms and acknowledgements. See Section 4.10.

### **Employee Orientation Packets**

1. Packets should be available from agencies' personnel assistant or employee orientation coordinator.
2. The supervisor should ensure a packet is provided to the new employee.
3. New employees should be encouraged to ask questions and to contact the personnel assistant or employee orientation coordinator for more information.
4. The packet is to contain the following items:
  - After Hours Building Pass form
  - Agency Work Rules
  - Catastrophic Leave Policy
  - Deferred Compensation Program booklet and forms
  - Dental Insurance booklet and IowaBenefits Self-Service Enrollment website: <http://benefits.iowa.gov>
  - Direct Deposit form
  - Employee Assistance Program information
  - Equal Opportunity, Affirmative Action, and Anti-Discrimination Policy
  - Family and Medical Leave Act information
  - Federal Employment Verification form
  - Gift Law
  - Health and Dependent Care Flexible Spending program booklets and IowaBenefits Self-Service Enrollment website: <http://benefits.iowa.gov>
  - Health Insurance booklet and IowaBenefits Self-Service Enrollment website: <http://benefits.iowa.gov>
  - IPERS Retirement booklet and form

- Licensure Policy Applicable (supervisors only)
  - Life Insurance form
  - Life Insurance/Long Term Disability booklets
  - Pay increase date information
  - Pre-Tax Conversion Program pamphlet and form
  - Safety policies (any applicable)
  - Signature form for receipt of packet
  - Smoking Policy
  - State and Federal tax forms
  - State ID Card form
  - State of Iowa Employee Handbook and Employee Sign-off form
  - Substance Abuse Policy
  - Tax Sheltered Annuities (Education and Regents only)
  - Time sheet information form (includes payroll number)
  - Vacation (Annual Leave) and Sick Leave information
  - Violence-Free Workplace Policy
  - Workers' Compensation information
5. For positions requiring weapons:
- Domestic Abuse form
6. For positions requiring driver's licenses:
- Acknowledgement of Drivers License Requirements form
  - Notification of Conviction for Violation of Motor Vehicle Law

#### **New Employee Checklist**

**Supervisor's Name:** \_\_\_\_\_

**Employment Date:** \_\_\_\_\_

**Employee's Name:** \_\_\_\_\_

**Performance Review Date:** \_\_\_\_\_

**Division:** \_\_\_\_\_

**Pay Grade:** \_\_\_\_\_

**Biweekly Salary:** \_\_\_\_\_

**Bargaining Unit:** \_\_\_\_\_

**Hourly Salary:** \_\_\_\_\_

**Class Code:** \_\_\_\_\_ **Work Hours:** \_\_\_\_\_

**Full Time:** \_\_\_\_\_ /Hours per week **Part Time:** \_\_\_\_\_ /Hours per week

**Overtime Eligible:** \_\_\_\_ Yes \_\_\_\_ No **Contract-Covered:** \_\_\_\_ Yes \_\_\_\_ No

**Items below should be discussed with the new employee and checked off when explained.** If you have not discussed the list below, please allow time for the employee to discuss them with your agency's personnel assistant or employee orientation coordinator.

- ☐ Breaks and Meal Period
- ☐ Holiday Pay/Time
- ☐ Overtime/Compensatory Time
- ☐ Sick Leave Accruals and Approval Process
- ☐ Smoking Policy
- ☐ Substance Abuse Policy
- ☐ Time Reporting
- ☐ Travel Requirements
- ☐ Vacation (Annual Leave) Accruals and Approval Process
- ☐ Work-Related Safety Requirements
- ☐ Other: \_\_\_\_\_

Distribution of this form after completion:

- ☐ Employee
- ☐ Supervisor
- ☐ Personnel Assistant
- ☐ Orientation Coordinator